

Minutes of the meeting of BICC Executive Committee held on Monday, February 28, 1972 at BICC Headquarters.

PRESENT

Joseph Denehan
Roland Stewart
Thomas Boykin
Pedro Iglesias
Richard Proctor
Henry Boardman
Joseph Partenheimer
William Hoffman
Sylvester Hart, Jr.

George Birmingham
Jules Lozowick
Thomas Mann
William Wilson
John Maguire
Dennis McCarthy
Helen Mitchell
Robert Kohler
Marshall Wolf
Alma Perry

Meeting was called to order at 6:15 P.M. by Co-Chairman Richard Proctor with self introduction by all present.

TREASURERS REPORT: *See p. 2 & 3*

Mr. Birmingham reported that the books are presently being audited by Mr. Larry Belcher. He went on to say that things look quite critical right now. The Chamber of Commerce and ADP-PDS still owe BICC money and if we can get this money immediately, it will take care of our payables, the payroll, and other normal expenditures for the month of March, 1972.

Mr. Lozowick stated that as of 4/71, BICC established a budget with \$58,000 for the administrative staff, Executive Director, Consultant, and two secretaries, which ends on March 31, 1972. For the interim period there were certain agreements made which had us exceed our budget to an extent that in the 10 month period from April 1st. to January 31st., we had spent over \$61,000. The Chamber requested that BICC change their fiscal year to coincide with their calendar year from Jan. 1st. to Dec. 31st. He continued that it is necessary to establish a budget for the year 1972 because we're spending more money than we have and if we are to have a yearly fiscal period, our budget should show it. The two Co-Chairmen hope, in the near future, to sit down with the Executive Director, the finance committee and the treasurer, and come up with a detailed analysis of their budget, some of their priorities and report to the board what they plan for the remainder of the year, and obtain the board's approval or comments.

Mr. Lozowick reported that on 2/28/72, Messrs. Stewart, Proctor, Boykin, Partenheimer, and himself, met with ADP-PDS representatives amid some controversy. BICC believes they entered a contract with ADP which states that ADP would pay BICC for a 9 month period to do certain work. In December, 1971, ADP wrote a letter to the Executive Director indicating they would pay BICC on a performance basis because to them (ADP) BICC was not coming up to the amount of applicants matched on their computer which they thought BICC would. At the meeting which was held on 2/28/72, ADP-PDS and BICC came to a tentative agreement. BICC asked ADP to give them \$5,000 before 3/15/72. Another meeting was scheduled for 3/6/72 with ADP for follow-up.

Mr. Birmingham asked Mr. Lozowick if ADP clarified if the money was their's or the government's money. Mr. Lozowick stated that it was the government's money. ADP has a contract with government to process 3,500 people on the computer and BICC has 1,200 of the 3,500 to do. Mr. Birmingham asked if ADP was being paid by the government on a performance basis. Mr. Lozowick replied that the men from ADP implied that their contract with the government was based on a performance basis.

Mr. Lozowick stated that he would talk to Mr. Charles Hall of the Chamber to see if BICC can get the money the Chamber has been paying to BICC before the fact rather than after the fact.

Mr. McCarthy asked Mr. Birmingham "what period does the Chamber owe BICC for?" Mr. Birmingham stated that the \$8,000 owed represents the balance of the budget to be completed 3/31/72.

Mr. Deneham stated that BICC will need the money from the Chamber on a regular basis if you plan on meeting the payroll on time.

Mr. Proctor asked Mr. Birmingham to please report to the board how far along is the auditing. Mr. Birmingham again stated that Mr. Belcher is presently auditing the books.

EDUCATION COMMITTEE REPORT:

Mr. Boardman reported that there was a luncheon meeting on 2/15/72 with various companies present also some of BICC board members and the New Acting Commissioner of Vocation and Education from Trenton, to explore further the feasibility study of getting the World of Finance financed. So far it seems they got a commitment of interest to meet with a committee on 3/1/72 to find out what the World of Finance is really all about. He went on to say that Mr. Marburger is quite impressed with what's happening in the Newark area between the schools and the business community. One of the things they would like for BICC to do is to make a survey on "What is the nature and extent, of collaboration in the Newark area for the World of Finance."

Mr. Lozowick asked, "When do we tell the Ohio State people that we don't have the money at this time?"

Mr. Boardman stated that the Ohio State people know this and they are available to us as consultants.

Mr. Wilson asked if the Board of Education in Newark has any money earmarked for this project?

Mr. Wolf asked if anyone had asked Mr. Titus to give any money for this project?

Mr. Boardman stated that to bear in mind that this is just a feasibility study to pull this together to see whether there's enough material to develop a curriculum. After the feasibility study, we can then get some federal money.

There was some discussion among the board members about getting funds from the Newark Board of Education to go ahead with the feasibility study.

BICC BROCHURE REPORT:

Mr. Proctor reported that the bill which was presented to the board members last month from Mr. Mercer was paid but he still needs approximately \$2,500 more to complete BICC's brochure. Mr. Mercer has agreed to play a role in fund raising for this project.

PERSONNEL MANUAL

Mr. Maguire reported that his committee is in the process of reviewing the personnel manual. They will have to meet with the Executive Director and hopefully, they may have something to bring to the board by the next Executive Committee meeting.

TASK FORCE COMMITTEE REPORT:

Mr. Wilson stated that since the last board meeting, the Task Force's basic movement has been toward trying to get a clearer understanding among the members as to what the functions of the Task Force was to make sure they were not going off in different directions. They've resolved that their function was to visit companies who they have not visited yet to look at their Affirmative Action programs and specifically at their goals and timetables to achieve their Affirmative Action. He went on to report that the Task Force visited two companies last month; one for the first time and another as a follow-up visit.

Mr. Proctor stated that one of the requests he made at the last Executive Committee drew a positive response from the board members, this was to make sure that the BICC companies were forwarding their job vacancies to Mr. Stewart at BICC. He went on to report that there was a follow-up meeting the next day after the board meeting and it was agreed to do this with at least 10 companies.

Mr. Wilson stated that he looked at the companies with BICC's staff who are referring applicants and it was Mr. Boykin's feeling that he have Miss Calloway to obtain a listing of the companies who are considered active in the BICC and who have not been sending in regular requisitions for employees or blanket kinds of requisition for certain type of jobs.

Mr. Stewart stated that he feels there will be a problem in trying to secure a listing of companies because he has not gotten an adequate listing of who comprise the BICC member companies. He went on to say that the largest companies are already covered.

Mr. Lozewick suggested to look at the next 20 companies.

Mr. Proctor raised the question, "When you say the 10 largest companies are covered, does that mean you get job orders on a regular basis from the companies represented in BICC?"

Mr. Stewart replied, "Either that or a blanket kind of job order, whenever a job occurs at Bell Telephone Co. for Service Representative for instance, they will take anybody who already has been registered. BOCC knows that Bell Telephone has frequent openings in different areas, so each time we get an applicant who matches to that particular job, we call Bell Telephone to see if there is an opening."

Mr. Proctor asked, "Do they have a lot of vacancies?"

Mr. Stewart replied, "Not with the major companies: what we're talking about really is a bad job market period and transportation problems of getting outside the Newark area."

There was a discussion on just what steps should be taken to secure job orders for the BICC member companies and perhaps design a form to send to companies to see if there are any openings and this way the companies would respond back to BICC.

ENGLISH AS A SECOND LANGUAGE:

Mr. Stewart reported that the EASL class started on 2/24/72 at the BICC offices. It has now moved to Rutgers University as of 2/28/72. He continued that this class is a little bit different from the Board of Education class, all persons in this class have had minimal amount of English exposure. We're trying to make the participant more employable by giving him some skills and the use of the English language and then determine trainability. At present there are 13 people in this class.

Mr. Iglesias reported that they gave all the participants the SICL in Spanish and they hope at the end of the 15 weeks to give it to them in English and compare the results. He continued to say that the Board of Education does not have a curriculum for EASL. He hopes to come up with some sort of design to use as a curriculum after this first EASL class ends. He raised the question as to "What ever happened to the \$1,500 check which Mutual Benefit Life gave to BICC for the EASL class; he would like to use some of this money to develop this curriculum."

Mr. Loxewick stated that the check was given to Mr. Birmingham and he suggested that Mr. Iglesias write up a proposal on this and submit it to the board.

Mr. Iglesias reported that on 1/15/72, a beginning typing class started with 12 students at Prudential. The advance typing class which is being held at Rutgers started on 1/10/72 and will end on 4/28/72 with 28 students. He indicated that he's been looking in the newspaper Want-ads and he sees a lot of demands for clerical and advanced typing.

The shorthand training class will start on 3/9/72 and will end on 6/22/72; there are 18 students for this class which will be held at Rutgers in the evenings.

Mrs. Mitchell announced that on 3/25/72, the Welfare Rights Organization on a state-wide level, will have a "Children's March for Survival." This march will take place in Washington, D.C. She passed out buttons with the "Children's Survival" on it and asked for a donation from the BICC board members. She went on

to say that they will need buses and food to take the children and their parents to Washington.

Mr. Wolf made a motion that BICC support the Children's March on Washington, on 3/25/72 in principle. It was seconded by Mr. Partenhimer.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Stewart reported that the Department of Labor proposal is supposed to be in Washington for their consideration.

POLICY DIRECTION TO FOLLOW-THROUGH

Mr. Proctor stated that he believes that all Board Members received a letter from the Executive Director dated 2/14/72. (He went on to read the letter to the members).

Mr. Lozowick stated that it has never been formally written but the policy has been that the Co-Chairmen have been delegated by custom and by action and power to talk about the flow of money, and to actually approve them, and certainly between the board meetings, to act on behalf of the board.

There was a discussion among the board members in regard to the letter which Mr. Proctor sent to the Executive Director and the reply from Mr. Stewart.

Mr. Wolf suggested that as policy, the Executive Director and the two Co-Chairmen will have to work together.

Meeting adjourned at 8:40 P.M.

Respectfully submitted,

Katherine Morton